

PERSONNEL BOARD SUMMARIZED MINUTES

Wednesday, September 7, 2016 – 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Zoraya Pena, Member; Stephen Dielmann, Member; Luis Zubieta, Member (arrived at 6:13 p.m.) **ALSO PRESENT:** Gelien Perez, HR Director; Owen Kohler, Assistant City Attorney; and Annette Otaño, Secretary. **ABSENT:** Norberto Alvarez, Vice-Chairperson.

ON THE DAIS:

New Business Item 15a - Request to approve to conduct a Civil Service exam for the Administrative Aide - Confidential for the City Clerk Office (Lisette Perez)

AGENDA

1. Request to approve the minutes of the August 1, 2016, Personnel Board meeting.
APPROVED. Motion by Ms. Pena. Second by Mr. Dielmann. Passed by unanimous vote.
2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and regulations, received August 2016.
 1. Francisco Corral Police Department**APPROVED.** Motion by Mr. Dielmann. Second by Ms. Pena. Passed by unanimous vote.
3. Report of Leave without Pay for August 2016.
SO NOTED.
4. Report of Civil Service Appointments for August 2016.
 1. Christina Rodriguez Construction and Maintenance
 2. Maria Toca Education and Community Services
 3. Sharon Dziedzic Education and Community Services
 4. Jennie Hernandez Fire Department
 5. Jose Galan Streets Department
 6. Jorge Rivero Streets Department
 7. Kendra M. Williams Streets Department**SO NOTED.**
5. Report of Civil Service Resignations for August 2016.
 1. Pedro Valdes Construction and Maintenance
 2. Marla Alpizar Education and Community Services
 3. Brenda Garrison Education and Community Services
 4. Mercedes Martinez Education and Community Services
 5. Lea Vargas Education and Community Services

6. Brad LaViolette	Fire Department
7. Sherlette Samuel-Young	Law Department
8. Reinaldo Cabrera	Parks & Recreation Department
9. Megan Amago	Police Department
10. Peter Delgado	Police Department
11. Kern Dieudonne	Police Department
12. Javier Fernandez	Police Department
13. Yosep Fernandez	Police Department
14. Fritz Gerald Janvier	Police Department
15. Lourdes Mendoza	Police Department
16. Omar Mijares	Police Department
17. Jorge Luis Perdomo	Police Department
18. Melanie Reid	Police Department
19. Willie Jackson, Jr.	Police Department
20. Gloria Nino	Public Safety Communications
21. Reny R. Aguilera	Public Works

SO NOTED.

6. Report of Maternal/Paternal Leave for August 2016.

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|--------------------|-------------------|
| 1. Roger Herrera | Police Department |
| 2. Estefany Garcia | Public Works |

SO NOTED.

7. Report of Leave of Absence for August 2016. **None.**

SO NOTED.

8. Request to certify the eligibility list for **Purchasing Assistant.**

APPROVED. Motion by Ms. Pena. Second by Mr. Dielmann. Passed by unanimous vote.

9. Request to conduct a Civil Service examination for the **Administrative Aide - Confidential for the Mayor's Office (Mariqert Espinosa)** position with the following criteria:

- In-house, Non-competitive
- 60% Oral
- 40% Education/Experience
- Must obtain a minimum of 70% on the oral portion.
- Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of the job description and resume are attached. (No eligibility list on file.)

Range 28 – \$1,099 - \$2,213 Bi-weekly

APPROVED. Motion by Mr. Zubieta. Second by Mr. Dielmann. Passed by unanimous vote.

10. Request to conduct a Civil Service examination for the **Administrative Aide - Confidential for the Mayor's Office (Francys I. Vallecillo)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education/Experience
- d. Must obtain a minimum of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of the job description and resume are attached. (No eligibility list on file.)

Range 28 – \$1,099 - \$2,213 Bi-weekly

APPROVED. Motion by Mr. Zubieta. Second by Ms. Pena. Passed by unanimous vote.

11. Request to conduct a Civil Service examination for the **Administrative Aide - Confidential for the Community and Development Department (Yiselis Rodriguez)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education/Experience
- d. Must obtain a minimum of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of the job description and resume are attached. (No eligibility list on file.)

Range 28 – \$1,099 - \$2,213 Bi-weekly

APPROVED. Motion by Mr. Zubieta. Second by Mr. Dielmann. Passed by unanimous vote.

12. Request to conduct a Civil Service examination for the **Field Aide I - Confidential for the Mayor's Office (Crystal J. Ferrer)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education/Experience
- d. Must obtain a minimum of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of the job description and resume are attached. (No eligibility list on file.)

Range 23 – \$822 - \$1,516 Bi-weekly

APPROVED. Motion by Mr. Dielmann. Second by Ms. Pena. Passed by unanimous vote.

13. Request to approve the **new** job description for the position of **Assistant Director of Public Works.**

Copy of **new** job description is attached. (No eligibility list on file.)

Range – Management

APPROVED. Motion by Mr. Zubieta. Second by Ms. Pena. Passed by unanimous vote.

14. Request to hear **Unfinished Business.**

15. Request to hear **New Business.**

APPROVED. Motion by Ms. Pena. Second by Mr. Dielmann. Passed by unanimous vote.

15a. Request to conduct a Civil Service examination for the **Administrative Aide - Confidential for the City Clerk Office (Lisette Perez)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education/Experience
- d. Must obtain a minimum of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of the job description and resume are attached. (No eligibility list on file.)

Range 28 – \$1,099 - \$2,213 Bi-weekly

APPROVED. Motion by Mr. Zubieta. Second by Mr. Dielmann. Passed by unanimous vote.

NEXT PERSONNEL BOARD MEETING: Monday, October 3, 2016 at 6:00 P.M.

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.